SCORES

(South Carolina Online Reporting and Evaluation System)

User Manual

Last Revised March 30, 2005

SCORES

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Opening SCORES

SCORES is the South Carolina Online Reporting and Evaluation System. To use SCORES you must first open the SCORES application in Internet Explorer. Begin by Double Clicking the Internet Explorer icon on your desktop.

In the Address Bar, type www.dhec.sc.gov/scores. This will bring you to the Login Screen of the SCORES application. The Login Screen provides you with a brief history on the purpose and function of the SCORES application.

Health Services

S.C. Department of Health and Environmental Control

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SCORES

South Carolina
Online Reporting
Evaluation System

WELCOME TO SCORES

Welcome to the SC Online Reporting and Evaluation System (SCORES). This system was created within the Bureau of Chronic Disease Prevention and Health Promotion to provide a comprehensive reporting mechanism for usage among various divisions and their respective community partners. SCORES is intended to decrease or eliminate the use of multiple reporting formats. The potential uses for SCORES are:

- Reporting tool for projects, objectives, and activities
- Reporting tool for internal and external partners
- Impact evaluation tool
- Information sharing tool
- Project management tool
- Staff management tool

PLEASE SIGN IN

Username

Password

SIGN IN   RESET

STEP-BY-STEP HELP GUIDE

To begin using SCORES,
please follow the
easy step-by-step guide below:

Logging Into SCORES

To log into SCORES, your Administrator must have provided you with a Username and a Password. Enter your Username and Password in the Sign In area and then click the Sign In button. You will then be taken to the SCORES Main Menu.

The SCORES Main Menu

The SCORES Main Menu consists of 4 sections. The Main Menu Bar, Most Recent Projects, Most Recent Objectives and the Most Recent Activities section. The Main Menu Bar provides all of your navigation for the SCORES application. The Most Recent Projects section lists only the most recently modified Projects. For example, there may be a total of 20 projects that you have entered into the SCORES system, but the Most Recent Objectives may only show 10 of those projects because they

have been modified recently. This is done to provide you with quick access to the projects that you most likely would want to work on. The Most Recent Objectives section works just like the Most Recent Projects section except it shows the most recently edited Objectives. And the Most Recent Activities section, of course shows the most recently edited Activities. It is important to remember that the lists of Projects, Objectives and Activities shown here may not contain all Projects, Objectives and Activities entered so far, only the most recently modified.

Listing All Projects

To list all of the Projects currently entered you need to click on List Current Projects in the Main Menu Bar.

MAIN MENU

Welcome
├ Anwar Robertson
└ DHEC

Home

Projects
├ List Current Projects
└ Add New Project
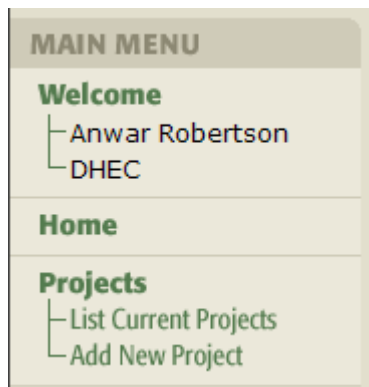
You will now see a complete listing of all the Projects currently entered for you Agency.

LISTING OF ALL PROJECTS

Project Name	Start Date	End Date	Action
Senior Health Walk	1/1/2004	12/27/2004	🔍🗑

Viewing a Project

To view a Project you must first find the project you wish to view and then click on the magnifying glass next to the Project.

You are now on the View Project page.

In the top half of the screen you will see the details for the selected Project. In the bottom half you will see a list of Activities assigned to the selected Project. In the above example the Project is "Senior Health Walk" and it has 3 Activities assigned to it.

Editing a Project

To edit a Project you must first View the Project you wish to edit. From the View Project page, click on the Edit button in the upper right corner.

You will now be on the Edit Project page where you can modify the data for the Project. Once you have modified the data, you can choose to click the Save button to save your changes or click the Cancel button to disregard you changes.

VIEW PROJECT

Parent Project	None ▼
Project Name	Senior Health Walk
Project Lead	Test
Fiscal Year	2004 Start Date 1/1/2004 ▦ End Date 12/27/2004 ▦
Comments	Test

(SAVE)   (CANCEL)

RELATED ACTIVITIES
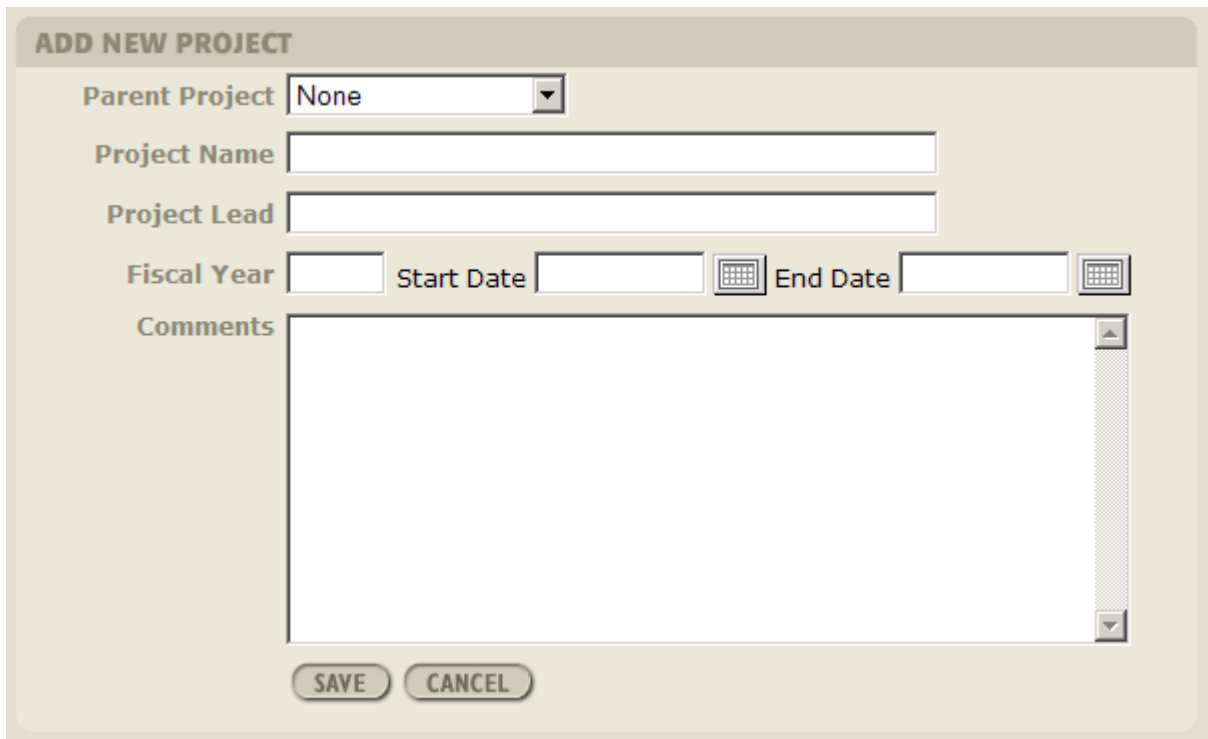
Activity Name	Project	Activity Number	Start Date	End Date	Action
test	Senior Health Walk	24	11/1/2004		✎
My Activity Upload Test	Senior Health Walk	22	1/1/2004	1/1/2004	✎
Anwar's Activity	Senior Health Walk	23	1/1/2004		✎

Adding a Project

To add a Project, click on Add New Project in the Main Menu Bar.

Home

Projects
├─List Current Projects
└─Add New Project

You will now be on the Add New Project page. You can now enter the information on your new Project and click on the Save button when you are finished and ready to save the Project or click on the Cancel button to disregard your changes.

Whenever you click on the Save button anywhere in SCORES the data is first validated before it is saved. SCORES will warn you if you try to leave any required fields blank. For example, if I try to add this new Project and I leave Project Name blank and I click on the Save button, SCORES will warn me that I cannot leave Project Name blank. In this example, it has also warned me that both Fiscal Year and Start Date cannot be left blank.
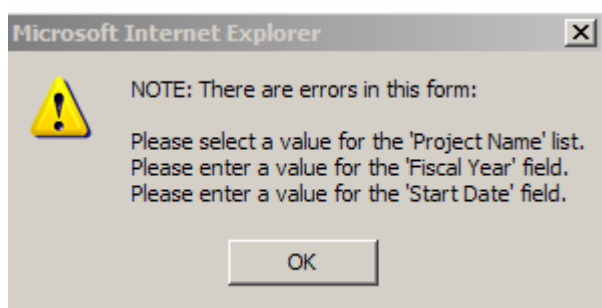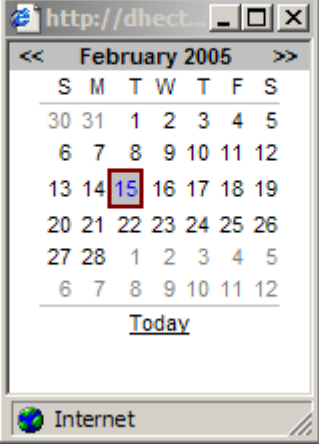
All date fields in SCORES have a Calendar to the right of them that allows you to select a date through a calendar interface.

When you click on the Calendar button you will see a calendar that allows you to cycle through the months and years to find the date you wish to enter.

Listing All Objectives

To list all of the Objectives currently entered you need to click on List Current Objectives in the Main Menu Bar.

Objectives
├─List Current Objectives
└─Add New Objective

You will now see a complete listing of all the Objectives currently entered for you Agency.

LISTING OF ALL OBJECTIVES				
Objective	Start Date	End Date	Shared	Action
Test	1/1/2004	2/1/2004	No	🔍🗑

Viewing an Objective

To view an Objective you must first find the objective you wish to view and then click on the magnifying glass next to the Objective.

LISTING OF ALL OBJECTIVES				
Objective	Start Date	End Date	Shared	Action
Test	1/1/2004	2/1/2004	No	🔍🗑

You are now on the View Objective page.

In the top half of the screen you will see the details for the selected Objective. In the bottom half you will see a list of Activities that accomplish the selected Objective. In the above example the Objective is "Increase Diabetes Education in Youth" and it has 3 Activities that serve to accomplish this objective.

Editing an Objective

To edit an Objective you must first View the Objective you wish to edit. From the View Objective page, click on the Edit button in the upper right corner.

You will now be on the Edit Objective page where you can modify the data for the Objective.   Once you have modified the data, you can choose to click the Save button to save your changes or click the Cancel button to disregard you changes.
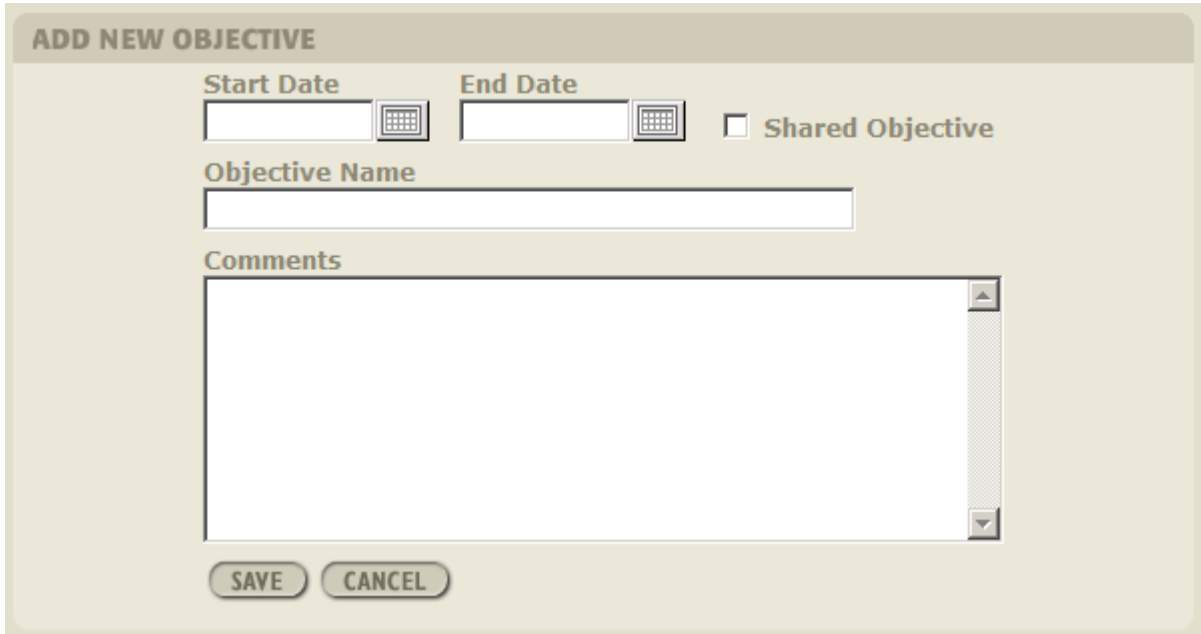
EDIT OBJECTIVE

Start Date   End Date
1/1/2004   [▦]   2/1/2004   [▦]   ☐ Shared Objective

Objective Name
Increase Diabetes Education in Youth

Comments
Test

(SAVE)   (CANCEL)

Adding an Objective

To add an Objective, click on Add New Objective in the Main Menu Bar.

Objectives
├─List Current Objectives
└─Add New Objective

You will now be on the Add New Objective page.   You can now enter the information on your new Objective and click on the Save button when you are finished and ready to save the Project or click on the Cancel button to disregard your changes.

ADD NEW OBJECTIVE

Start Date   **End Date**

☐ Shared Objective

Objective Name

Comments

SAVE   CANCEL

Listing All Activities

To list all of the Activities currently entered you need to click on List Current Activities in the Main Menu Bar.

You will now see a complete listing of all the Activities currently entered for you Agency.

Viewing an Activity

To view an Activity you must first find the activity you wish to view and then click on the magnifying glass next to the Activity.

You are now on the View Activity page, which shows the details for the selected Activity.

VIEW ACTIVITY   PRINT   EDIT

Start Date: 11/1/2004   **End Date:**   **Fiscal Year:** 2004

Organization: DHEC

Project: Senior Health Walk

Entered By: Anwar Robertson

Local Organization Objectives: Increase Diabetes Education in Youth, Testing
Shared: Shared

Activity Type: Assessment, Statewide/Regional/Community Changes, Mass Media, Resource Generation

Setting: Community, Health Care, Workplace

Population: General Population, Women, Men, Children (12 and under), Adolescents (13 to 17), College (18 to 24), Senior (65 and over), Professional

Funding Source: General District Funds, Cardiovascular Health Grant, Tobacco Funding

Risk Factor/Disease: CVD, CVD (Stroke), CVD (High Cholesterol), CVD (Heart Disease), CVD (Hypertenstion), Diabetes

Prevention Level: Health Promotion

Partners Involved: Test

Activity Title: test

Activity Description: Test

Activity Outcome/Result: Test

Was an evaluation performed? No

If Yes, describe evaluation and results:

Number of Persons Impacted: None Selected
OR, if you have an actual count, enter it here: 0

Policy Change: No

Environmental Change: No

Health Disparities: No

Documentation Files

1.   DOWNLOAD   (0KB) Test

HSOP Goal:

Prevention Block Grant Essential Service:

CVH Goal:

Diabetes Goal:

Tobacco Goal:

Editing an Activity

To edit an Activity you must first View the Activity you wish to edit. From the View Activity page, click on the Edit button in the upper right corner.

You will now be on the Edit Activity page where you can modify the data for the Activity. Once you have modified the data, you can choose to click the Save button to save your changes or click the Cancel button to disregard you changes.

Continued...

⑦ **Funding Source** *
☑ Cardiovascular Health Grant   ☐ Diabetes Funding
☑ General District Funds   ☐ Prevention Block Grant
☑ Tobacco Funding   ☐ Other Funding Source

⑦ **Risk Factor/Disease**
☑ CVD   ☐ Cancer
☑ CVD (Stroke)   ☐ Poor Nutrition
☑ CVD (High Cholesterol)   ☐ Physical Inactivity
☑ CVD (Heart Disease)   ☐ Overweight/Obesity
☑ CVD (Hypertenstion)   ☐ Tobacco Use
☑ Diabetes

⑦ **Prevention Level**
[Health Promotion   ▼]

⑦ **Partners Involved**
```
Test
```

⑦ **Activity Title** *
```
test
```

⑦ **Activity Description** *
```
Test
```

⑦ **Activity Outcome/Result** *
```
Test
```

⑦ **Was an evaluation performed?**   ◯ Yes   ◉ No

? If Yes, describe evaluation and results:

? Number of Persons Impacted

Please Select One... ▼   ☐ Potential   ☐ Estimated

OR, if you have an actual count, enter it here:

? Policy Change   ○ Yes   ⊙ No

? Environmental Change   ○ Yes   ⊙ No

? Health Disparities   ○ Yes   ⊙ No

? Documentation - Attach Files

1. **Currently — spacer.gif - 0KB** ☐ Delete

   Test

   [   ] Browse... [Max. Size: 2 MB (2,097,152 Bytes)]

   Description - Please include the name of the file and file type.

2. [   ] Browse... [Max. Size: 2 MB (2,097,152 Bytes)]

   Description - Please include the name of the file and file type.

3. [   ] Browse... [Max. Size: 2 MB (2,097,152 Bytes)]

   Description - Please include the name of the file and file type.

? HSOP Goal

☐ Increase local capacity to promote and protect healthy communities
☐ Improve health for all and eliminate health disparities
☐ Assure children and adolescents are healthy
☐ Increase quality and years of healthy life for seniors

? Prevention Block Grant Essential Service

☐ Mobilize partnerships
☐ Develop policies and plans
☐ Assure a competent workforce

(?) CVH Goal
☐ Promote health behaviors to reduce CVD
☐ Promote early detection of risk factors for CVD
☐ Promote early and aggressive treatment and control of risk factors for CVD
☐ Promote early and aggressive treatment of CVD

(?) Diabetes Goal
☐ Establish and maintain measurement procedures to track program success
☐ Increase percentage who receive recommended foot exams
☐ Increase percentage who receive recommended eye exams
☐ Increase percentage who receive the recommended influenze/pneumonia vaccinations
☐ Increase percentage who receive the recommended A1c tests
☐ Reduce disparities in targeted populations
☐ Establish linkages to useful programs for promotion of wellness focusing on risk reduction behavior

(?) Tobacco Goal
☐ Environmental tobacco smoke elimination
☐ Cessation
☐ Prevention
☐ Disparities

(SAVE) (CANCEL)

Adding an Activity

To add an Activity, click on Add New Activity in the Main Menu Bar.

Activities
├─List Current Activities
└─Add New Activity

You will now be on the Add New Activity page. You can now enter the information on your new Activity and click on the Save button when you are finished and ready to save the Activity or click on the Cancel button to disregard your changes. The Activity page has Question Marks next to every field that can be clicked on to show a description of the purpose of the corresponding field.

(?) Project
| Senior Health Walk ▼ |
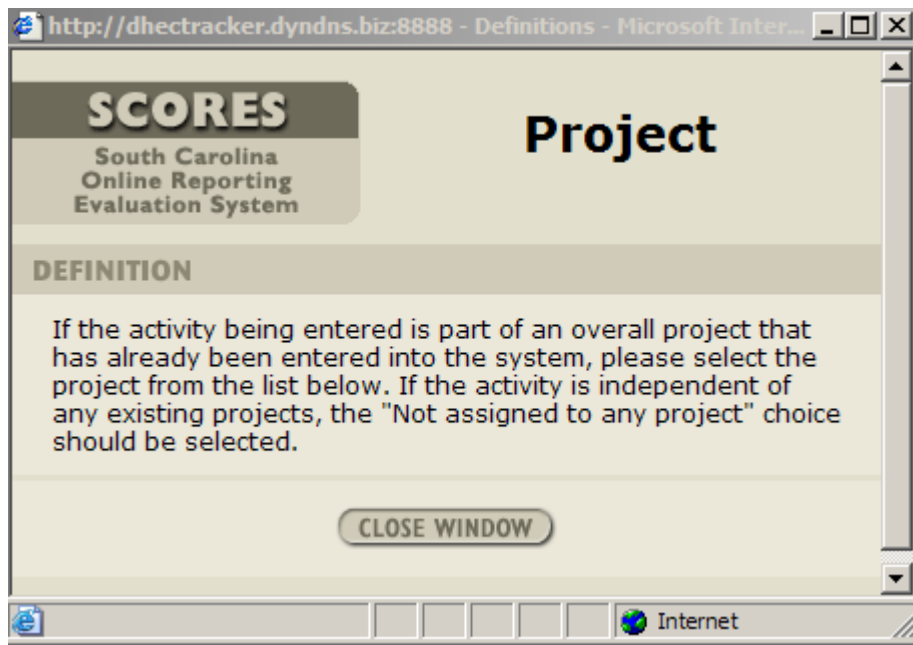
All required fields on the Activity page have a red asterick to the right of the field.

Instructions for Correctly Entering a New Activity

1. **Start Date**: Specify the Starting date for the activity.

2. **End Date**: Specify the Ending date for the activity.

3. **Fiscal Year**: Specify the Fiscal Year for the activity.

4. **Project**: If the activity being entered is part of an overall project that has already been entered into the system, please select the project from the list below. If the activity is independent of any existing projects, the "Not assigned to any project" choice should be selected.

5. **Local Organization Objectives**: Does the activity you described relate to any of the listed objectives? If so, please click yes and then select the relevant objective from the choices. For questions or for further information on each specific objectives (e.g. HSOP, CVH, Diabetes) contact the appropriate person in that central office program.

6. **Activity Type**: Please select the category that most closely represents the activity you are entering in the HP Tracker system. Below are examples of types of activities that would fit into each category (modified from the MORPH system).

    a. **Assessment:** The collection of information or data related to planning, implementing, or evaluating a program, policy, or practice. Examples are asset mapping, developing baselines for data collection, developing and distributing surveys, monitoring participation levels.

    b. **Statewide/Regional/Community Action:** Actions taken to bring about a new or modified program, policy, or practice. Can be at the state,

organizational, or community level of change. Examples are meeting with decision-makers or key leaders, coalition meetings, providing specialized training to change professional practice (i.e. implementing a model curriculum or policy).

   c. **Statewide/Regional/Community Changes:** New or modified programs, policies, practices, or environments that reduces the risks related to the overall project goal. The most common examples are policy and environmental changes.

   d. **Service Provided:** Events that provide information, instruction, or develop skills to improve a person's health or change an individual's behavior. Examples would be providing organized classes or workshops on health issues, making a presentation to a community audience, making referrals to health providers.

   e. **Mass Media:** Media coverage that your organization has promoted and is directly related to your initiatives, projects, or issues. Examples are TV and radio interviews, published articles, or distribution of newsletters.

   f. **Planning:** Planning activities that are necessary to occur before a result can be produced.

   g. **Resource Generation:** Acquisition of funding through grants, donations, or in kind gifts or donations.

7. **Setting**: Please select the type of setting in which the activity was conducted.

8. **Population**: Please select the population groups targeted by the activity. "General Population" refers to an activity with no particular group targeted, such as a newspaper article. For activities targeting more than one sub-population, include each specific population by checking the individual boxes.

9. **Funding Source**: Please select the source of funding for the activity from the drop down menu list. If you don't know which of the listed categories supported this activity, choose "Other Funding Source."

10. **Risk Factor / Disease**: Please select the risk factor(s) being addressed through this activity. You can select as many risk factors as appropriate.

11. **Prevention Level**: Select the appropriate level of prevention for this activity. Health Promotion: Targets the entire population regardless of risk factor or disease status. Primary Prevention: Targets people free of a targeted disease, but have one or more risk factors for that disease. Secondary Prevention: Targets persons with the targeted disease or who are survivors of it (e.g. diabetes patients, stroke survivors).

12. **Partners Involved**: Please list the major partners who have impacted or contributed to this activity in the text box. It is preferred to list them in order of greatest to least impact.

13. **Activity Title**: Please choose a descriptive title for this activity as a label for future reference, e.g. Allendale County Health Fair, Greenville Walking Trail Assessment, Aiken Diabetes Coalition 6/03 Meeting. Try to make the title as unique as possible to avoid confusion with similar activities that may take place in the same project.

14. **Activity Description**: Give brief definition of activity.

15. **Activity Outcome / Result**: Please state and describe the specific outcomes or successes resulting from this activity (e.g. a memorandum of agreement with

partners, a policy change, a completed needs assessment, completion of a school nutrition campaign, etc).

16. **Was an evaluation performed? :** If a formal or informal evaluation of the activity was performed, check the yes button. Then describe the type of evaluation that was performed, the methods of data collection, and what the results were.

17. **If Yes, describe evaluation and results:** If a formal or informal evaluation of the activity was performed, check the yes button. Then describe the type of evaluation that was performed, the methods of data collection, and what the results were.

18. **Number of Persons Impacted**: Please provide the number of persons impacted by this activity by checking either the potential, estimated, or actual persons box, and then completing the appropriate area. For an activity not yet completed, you should estimate the potential number of persons from the available choices. For an activity where an exact count is not available, then estimate the number of persons impacted from the available choices. If you have an exact count of persons reached in some way by this activity, then please enter that number in the text box.

19. **Policy Change**: Please check this button if a policy change resulted from this activity. Policies are laws, regulations, formal and informal rules and understandings adopted on a large scale to guide individual and groups' lifestyle choices. Some examples are: · Policies that allow flex time for physical activity time during the work day · Zoning/rezoning requirements for sidewalks, green spaces, and bikeways · Policies requiring that milk consumed in schools to be 1% or less fat content for heart-healthy nutrition · No tobacco use policy at K-12 schools

20. **Environmental Change**: Please check this button if an environmental change resulted from this activity. Environmental changes are measures or actions taken to alter the physical and social surroundings, but are not policy. They enable communities to support healthy behaviors. For example, it is unrealistic to expect communities to consume fresh fruit and vegetables when they are unavailable or unaffordable. Some examples are: · Heart-healthy food choices in vending machines · Creation of bike lanes · Media messages to encourage tobacco use prevention · Farmers' markets, green grocers, and community gardens available for fresh produce for communities

21. **Health Disparities**: If the activity specifically targets health disparities in a minority population, then please check this button.

22. **Documentation (Attached Files)**: If you have documentation of any policy/environmental changes, or any other output of the activity (such as a memorandum, survey results, newsletter, flyer, etc.), please attach it using the "Attach File" tool. You can attach a maximum of three files from your computer hard drive.

23. **HSOP Goal**: Does the activity you described relate to any of the listed objectives? If so, please click yes and then select the relevant objective from the choices. For questions or for further information on each specific objectives (e.g. HSOP, CVH, Diabetes) contact the appropriate person in that central office program.

24. **Prevention Block Grant Essential Service**: Does the activity you described relate to any of the listed objectives? If so, please click yes and then select the relevant objective from the choices. For questions or for further information on each specific objectives (e.g. HSOP, CVH, Diabetes) contact the appropriate person in that central office program.

25.   **CVH Goal**: Does the activity you described relate to any of the listed objectives? If so, please click yes and then select the relevant objective from the choices. For questions or for further information on each specific objectives (e.g. HSOP, CVH, Diabetes) contact the appropriate person in that central office program.

26.   **Diabetes Goal**: Does the activity you described relate to any of the listed objectives? If so, please click yes and then select the relevant objective from the choices. For questions or for further information on each specific objectives (e.g. HSOP, CVH, Diabetes) contact the appropriate person in that central office program.

27.   **Tobacco Goal**: Does the activity you described relate to any of the listed objectives? If so, please click yes and then select the relevant objective from the choices. For questions or for further information on each specific objectives (e.g. HSOP, CVH, Diabetes) contact the appropriate person in that central office program.

Searching For Activities

To search for an activity, click on "Search for Activities" in the Main Menu Bar.

Reports
└ Activity Summary

Search
└ Search for Activities

Logout

This will bring up the Search Criteria page shown below. Here you can enter search values to narrow down the list of activities you wish to return.

SEARCH FOR ACTIVITY

Fiscal Year   Activity Number

Start Date Range
From: To:
Activity Title

Organization
Please Select One...

Entered By
Please Select One...

Local Organization Objectives
☐ Train Family Health Advocates
☐ Diabetes Today

Activity Type
☐ Assessment   ☐ Statewide/Regional/Community Actions
☐ Statewide/Regional/Community Changes ☐ Service Provided
☐ Mass Media   ☐ Planning
☐ Resource Generation

Setting
☐ Community   ☐ Faith Community
☐ Health Care   ☐ School/College
☐ Workplace

Population
☐ General Population   ☐ African American
☐ Women   ☐ Hispanic
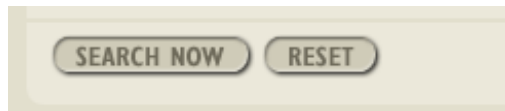☐ Men   ☐ Other Minority
☐ Children (12 and under)   ☐ Rural

Upon filling in your search criteria click on "Search Now" to retrieve your results.

> **SEARCH NOW**   **RESET**

When your search is complete the results are displayed as follows.

> **SEARCH RESULTS – NEW SEARCH**   Records 1 to 10 of 379 ▶ ▶▶|
>
> **ACA Meeting**   Activity Type: Assessment, Planning
> Organization: Appalachia I Health District
> Start Date: 1/20/2005 End Date:
> Setting: Community, Faith Community, Health Care
> Description: Local partners have confirmed interest and commitment to initiate and
> maintain efforts to strategicly increase awareness, education, and screening in targeted
> communities.
>
> **ACCI Cancer Grant Planning**   Activity Type: Assessment, Planning
> Organization: Appalachia I Health District
> Start Date: 10/15/2004 End Date:
> Setting: Community, Faith Community, Health Care
> Description: Local partners have confirmed interest and commitment to initiate and
> maintain efforts to strategicly increase awareness, education, and screening in targeted
> communities.
>
> **ACCI Meeting**   Activity Type: Assessment, Planning
> Organization: Appalachia I Health District
> Start Date: 2/28/2005 End Date:
> Setting: Community, Faith Community, Health Care
> Description: Local partners have confirmed interest and commitment to initiate and
> maintain efforts to strategicly increase awareness, education, and screening in targeted
> communities. The Mayo...
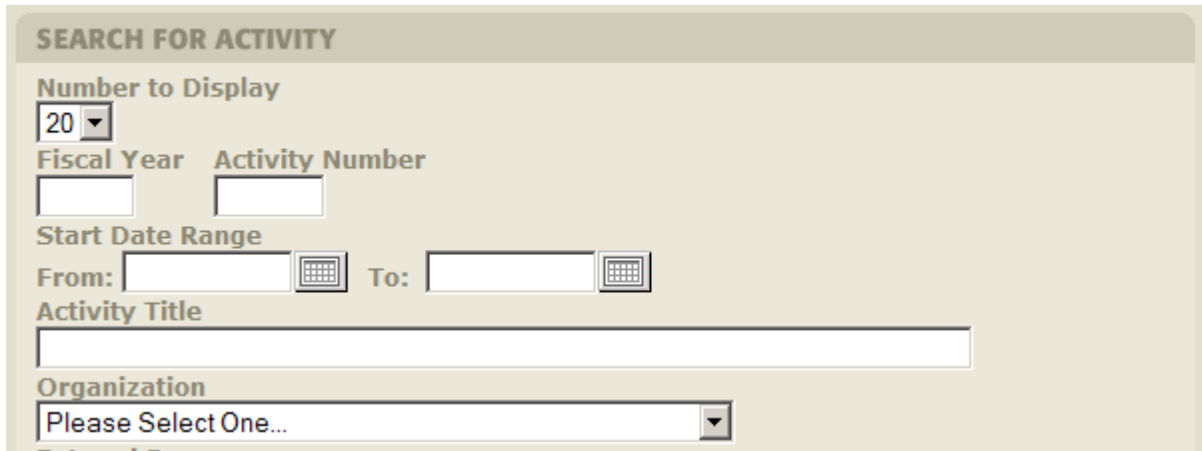
The top of the Search Results header shows you the number of records returned and also provides you with directional arrows to navigate between the pages of activities that were returned. In order to view an Activity, you should click on the "Activity Title" which is highlighted in blue. This will bring up the Activity in View Mode. To go back to your list of Search Results click on the Back button in your browser.

Activity Summary Report

The Activity Summary Report works just like the Activity Search except the results are summarized into a printable report. To run an Activity Summary Report, click on "Activity Summary" in the Main Menu Bar.

> **Reports**
> └ Activity Summary
>
> **Search**
> └ Search for Activities
>
> **Logout**

This will bring up the same Search Criteria page as in the Activity Search section with the addition of the "Number to Display" field. The "Number to Display" field allows you to tailor the number of activities that are returned in your report.

SEARCH FOR ACTIVITY

Number to Display
20 ▼

Fiscal Year   Activity Number

Start Date Range
From: [   ] ▦ To: [   ] ▦

Activity Title

Organization
Please Select One... ▼

Upon filling in your search criteria click on "Search Now".

(SEARCH NOW)   (RESET)

The Activity Summary Report has an additional page, which allows you to specify which fields you wish to see output on the generated report. You can individually check the fields you wish to see or you can click on Select All to automatically select all available fields for output.
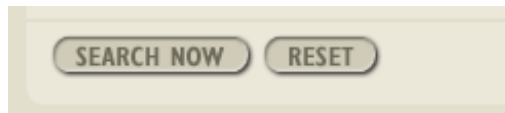
SELECT CONTENTS OF REPORT

(SELECT ALL)

☐ Entered By
☐ Start Date
☐ End Date
☐ Fiscal Year
☐ Project
☐ Activity Type
☐ Setting
☐ Population
☐ Funding Source

☐ Risk Factor/Disease
☐ Prevention Level
☐ Partners Involved

☐ Activity Title

Upon selecting all necessary output fields click on "Search Now".

The Activity Summary Report is generated onscreen and is ready to be printed. Click on "Print This Window" to send the report to the printer. Click on "Start Over" to run another Activity Summary Report. Click on "Home" to return to the SCORES homepage.

Print This Window   Start Over   Home

VIEW ACTIVITY

Entered By: Appalachia I Health District: richardson
Start Date: 1/20/2005   **Fiscal Year:** 2005
Project: Anderson Colorectal Cancer Initiative
Activity Type: Assessment, Planning
Setting: Community, Faith Community, Health Care

Activity Title: ACA Meeting

Activity Description: Local partners have confirmed interest and commitment to initiate and maintain efforts to strategicly increase awareness, education, and screening in targeted communities.

VIEW ACTIVITY

Entered By: Appalachia I Health District: tillmank
Start Date: 10/15/2004   **Fiscal Year:** 2005
Project: Anderson Colorectal Cancer Initiative
Activity Type: Assessment, Planning
Setting: Community, Faith Community, Health Care

Activity Title: ACCI Cancer Grant Planning

Activity Description: Local partners have confirmed interest and commitment to initiate and maintain efforts to strategicly increase awareness, education, and screening in targeted communities.

VIEW ACTIVITY

Entered By: Appalachia I Health District: richardson
Start Date: 2/28/2005   **Fiscal Year:** 2005
Project: Anderson Colorectal Cancer Initiative
Activity Type: Assessment, Planning